



DEPARTMENT OF THE NAVY  
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MEMORANDUM FOR DISTRIBUTION

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Encl: (1) DEPARTMENT OF THE NAVY, NAVY-MARINE CORPS AWARD FEE  
GUIDE (JULY 2004)

One of my key responsibilities is to ensure that all Department of the Navy (DoN) acquisition professionals have guidance and tools for structuring contracts to maximize the likelihood of meeting technical and schedule performance requirements to support our Warfighters. The award fee guide is provided for your use in planning, developing, awarding and administering award fee contracts.

This Guide is meant to be a living document and will be posted and maintained at <http://www.acquisition.navy.mil>. As a result, I am always searching for good examples and lessons learned from our activities. Please submit good examples or comments regarding this guide to Mr. Ronald G. Ostrom (703) 693-4012, fax (703) 693-4713, or email ([ostrom.ronald@hq.navy.mil](mailto:ostrom.ronald@hq.navy.mil)).

  
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